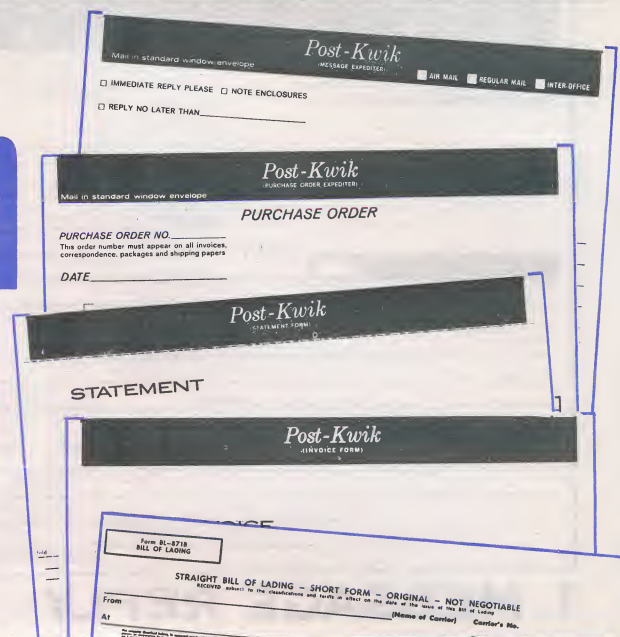


# Save 5 ways on office forms...



## USE *Post-Kwik!*

- 1. MESSAGE REPLY**
- 2. PURCHASE ORDER**
- 3. STATEMENT**
- 4. INVOICE**
- 5. BILL OF LADING**

...5 color coordinated office forms to save you time, money, filing—the most economical way to handle correspondence and necessary paperwork.

**AND** you save even more because you can now order any combination of forms—and get the full quantity discount.

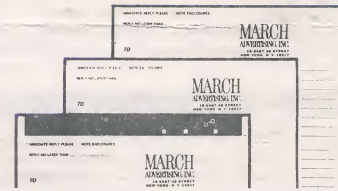
**ALL FORMS ARE \$17.50 PER 1,000 IMPRINTED  
\$14.50 PER 1,000 PLAIN**

### **LOWER PRICES FOR HIGHER QUANTITIES**

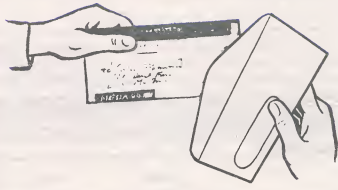
See other side for sample reproductions of each form and a handy order blank



**● 3 part, snap apart carbon forms for faster replies and service**



**● Clear, sharp imprinting of your company name and/or message**



**● Saves double addressing—fits standard window envelopes**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------|
| <i>Post-Kwik</i><br><small>(MESSAGE EXPEDITER)</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | <input type="checkbox"/> AIR MAIL <input type="checkbox"/> REGULAR MAIL <input type="checkbox"/> INTER-OFFICE |
| <small>Mail in standard window envelope</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                               |
| <input type="checkbox"/> IMMEDIATE REPLY PLEASE <input type="checkbox"/> NOTE ENCLOSURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                               |
| <input type="checkbox"/> REPLY NO LATER THAN _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                               |
| <div style="display: flex; justify-content: space-between;"><div style="width: 45%;">TO <span style="border: 1px solid black; display: inline-block; width: 100px; height: 30px; vertical-align: middle;"></span></div><div style="width: 45%; text-align: right;">SUBJECT _____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div style="background-color: black; color: white; padding: 2px 5px; display: inline-block;">MESSAGE</div><div style="border: 1px solid black; padding: 2px 5px; display: inline-block;">DATE _____</div></div><div style="width: 45%;"></div></div> |  |                                                                                                               |
| <div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><div style="background-color: black; color: white; padding: 2px 5px; display: inline-block;">REPLY</div><div style="border: 1px solid black; padding: 2px 5px; display: inline-block;">DATE _____</div></div><div style="width: 45%; text-align: right;">SENT BY _____</div></div>                                                                                                                                                                                                                                                                                  |  |                                                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                               |
| ANSWERED BY _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                               |
| <small>Form #PK-1 / Business Envelope Mfg. Inc.<br/>Pearl River, New York • Mailing Post, 10</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                               |

**Post-Kwik**  
(PURCHASE ORDER EXPEDITED)

Mail in standard window envelope

## PURCHASE ORDER

**PURCHASE ORDER NO.** \_\_\_\_\_

This order number must appear on all invoices, correspondence, packages and shipping papers.

**DATE** \_\_\_\_\_

**TO** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SHIP TO** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sold

**DELIVERY DATE**

**SHIP VIA**

**F.O.B.**

**TERMS**

| QUANTITY | DESCRIPTION | PRICE | AMOUNT |
|----------|-------------|-------|--------|
|          |             |       |        |
|          |             |       |        |
|          |             |       |        |
|          |             |       |        |
|          |             |       |        |
|          |             |       |        |
|          |             |       |        |
|          |             |       |        |
|          |             |       |        |
|          |             |       |        |

Form #PK 3-7, Business Envelope Mkt. Inc.  
 Pearl River, New York • Mailing Post 10

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

[illegible]

| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <b>Post-Kwik</b><br/> <small>"INVOICE FORM"</small> </div> <div style="text-align: right;"> <b>INVOICE</b> </div> </div> |              |         |       |              |          |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|-------|--------------|----------|----------|
| SOLD TO                                                                                                                                                                                                                                    |              | SHIP TO |       |              |          |          |
| DATE                                                                                                                                                                                                                                       |              | DATE    |       |              |          |          |
| <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Customer's Order No.</span> <span>Store No.</span> <span>Department</span> </div>                                                                     |              |         |       |              |          |          |
| OUR ORDER NO.                                                                                                                                                                                                                              | DATE SHIPPED | TERMS   | F O B | INVOICE DATE | SHIP PER | SALESMAN |
| QUANTITY                                                                                                                                                                                                                                   | DESCRIPTION  |         |       |              | PRICE    | AMOUNT   |
|                                                                                                                                                                                                                                            |              |         |       |              |          |          |

Form #PK-4 / Business Envelope Mfg. Inc.  
 Pearl River, New York • Monroe Park III

[illegible]

## TO ORDER

**NOTE FOR IMPORTANT SAVINGS:** Orders for forms (except Bill of Lading) may be combined to take advantage of the *lower prices for higher quantities*. For example, you can order 1,000 each of Purchase Order and Message Reply forms and take the 2,000 quantity price. However, Bill of Lading forms must be ordered in full quantity.

|                                         |                |                |                |                |                |
|-----------------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>QUANTITY</b><br><b>(3 Part Sets)</b> | <b>500</b>     | <b>1,000</b>   | <b>2,000</b>   | <b>3,000</b>   | <b>5,000</b>   |
| <b>IMPRINTED</b>                        | <b>\$12.75</b> | <b>\$17.50</b> | <b>\$31.00</b> | <b>\$44.70</b> | <b>\$69.50</b> |
| <b>NOT IMPRINTED</b>                    | <b>\$ 9.75</b> | <b>\$14.50</b> | <b>\$25.00</b> | <b>\$36.00</b> | <b>\$55.00</b> |

|                                         |                             |                             |
|-----------------------------------------|-----------------------------|-----------------------------|
|                                         | <b>QUANTITY</b>             | <b>QUANTITY</b>             |
| <b>SEND THE<br/>FOLLOWING<br/>FORMS</b> | _____ <b>MESSAGE REPLY</b>  | _____ <b>INVOICE</b>        |
|                                         | _____ <b>PURCHASE ORDER</b> | _____ <b>BILL OF LADING</b> |
|                                         | _____ <b>STATEMENT</b>      |                             |

Please print or type desired imprint here

Company Name

Street Address

| City | State | Zip Code | Phone # |
|------|-------|----------|---------|
|------|-------|----------|---------|

Use enclosed reply envelope for faster service on your order.